

SAMPLE NOTIFICATION LETTER FOR APPROVAL/DENIAL OF FREE AND REDUCED-PRICE MEALS

Dear _____:

Date: _____

Your application for free and reduced price meals for your child(ren) has been:

☐ Approved for free meals.

☐ Approved for reduced-price meals at \$_____ for lunch and \$_____ for breakfast.

☐ Denied for the following reason(s):

☐ Income is more than the allowable amount.

☐ Your application does not have enough information. The following information must be provided:

☐ Other _____

☐ The above approval is temporary, until _____ (specify date, not to exceed 45 calendar days after the date of eligibility determination, without recertifying the application). Ten days before the expiration date above, school officials will send you another application to complete and return. Upon receipt of the new application, the school will reconsider your eligibility.

This decision is based on your household reporting a monthly income of \$ _____ and _____ household members. If you do not agree with this decision, you may discuss it informally with [insert name and phone number of school official(s)].

You also have the right to request a hearing to appeal the decision. If your appeal is filed within ten days after the date of this letter, benefits will continue until the appeal is settled. To request a formal appeal hearing, write or call the person listed below:

Name:

Agency:

Address:

Phone:

If your child is approved for free or reduced-price meal benefits, you must tell the school when your household income goes up by more than \$50 per month (\$600 per year), or when your household size goes down. Also, if you list a Food Stamp, CalWORKs, KinGAP, or FDPIR case number, you must tell the school when you no longer receive Food Stamp, CalWORKs, KinGAP, or FDPIR benefits.

You may reapply for free or reduced-price meals at any time during the school year. If you are not eligible now, but your income goes down, your family size gets larger, or you receive Food Stamp, CalWORKs, KinGAP, or FDPIR benefits, you may submit an application at that time.

Sincerely,

(Signature)

(Title)